

BEFORE THE  
POSTAL REGULATORY COMMISSION  
WASHINGTON, D.C. 20268-0001

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*In the Matter of:*

South International Falls Post Office  
South International Falls, Minnesota 56679

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Docket No. A2011-63

**UNITED STATES POSTAL SERVICE NOTICE OF FILING**  
(September 21, 2011)

By means of Order No. 846 (September 9, 2011), the Postal Regulatory Commission docketed correspondence from customers of the South International Falls, Minnesota Post Office, assigning PRC Docket No. A2011-63 as an appeal pursuant to 39 U.S.C. § 404(d). That Order, at page 3, set September 21, 2011 as the date by which “[t]he Postal Service shall file the applicable administrative record regarding this appeal” or “any responsive pleading.” This pleading responds to that directive.

Today the Postal Service files the electronic version of the administrative record concerning the Final Determination to Close the Suspended South International Falls, MN Post Office and Continue to Provide Service through a Classified Branch.

Respectfully submitted,

UNITED STATES POSTAL SERVICE  
By its attorneys:

Anthony F. Alverno  
Chief Counsel, Global Business

James M. Mecone

475 L’Enfant Plaza, S.W.  
Washington, D.C. 20260-1137  
(202) 268-6525; Fax -5628

## Official Record Index

Item No.	Description	Date Entered into Record
1.	Memo regarding suspension of service	8-24-2009
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4.	Memo to record regarding Form 150, <i>Postmaster Workload Information</i> , Workload Service Credits, incoming and dispatched mail, and WOS surveys	8-24-2009
5.	Memo to record regarding Post Office and Community fact sheets	8-24-2009
6.	Memo to record regarding OIC/Postmaster comments and list of businesses, civic organizations or permit and meter holders	8-24-2009
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MEMO TO RECORD

This office was suspended as an independent post office in approximately 1988, and replaced by a classified branch.

There is no existing record of a Notice to Headquarters or District officials on the suspension of service.

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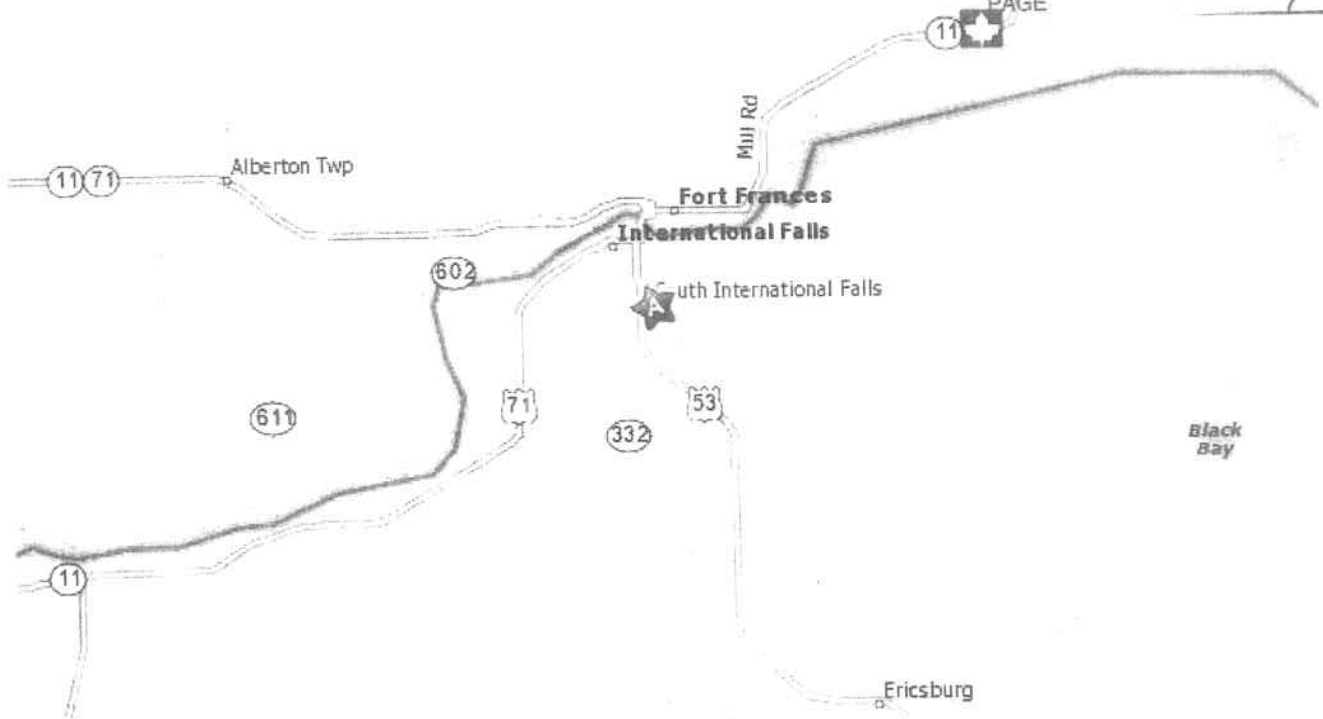
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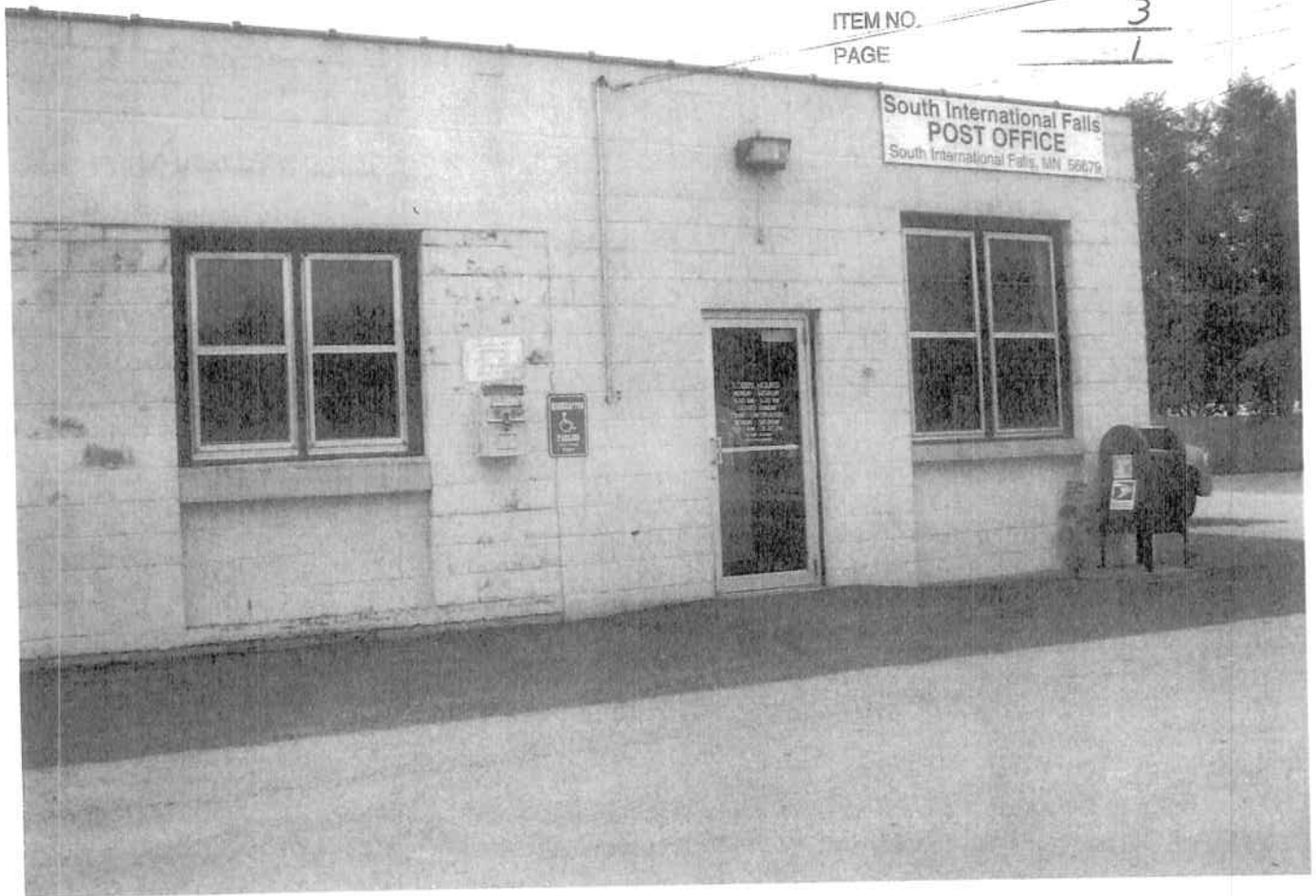
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SOUTH INTERNATIONAL FALLS POST OFFICE

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SOUTH INTERNATIONAL FALLS POST OFFICE  
LOOKING EAST

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SOUTH INTERNATIONAL FALLS POST OFFICE  
LOOKING WEST

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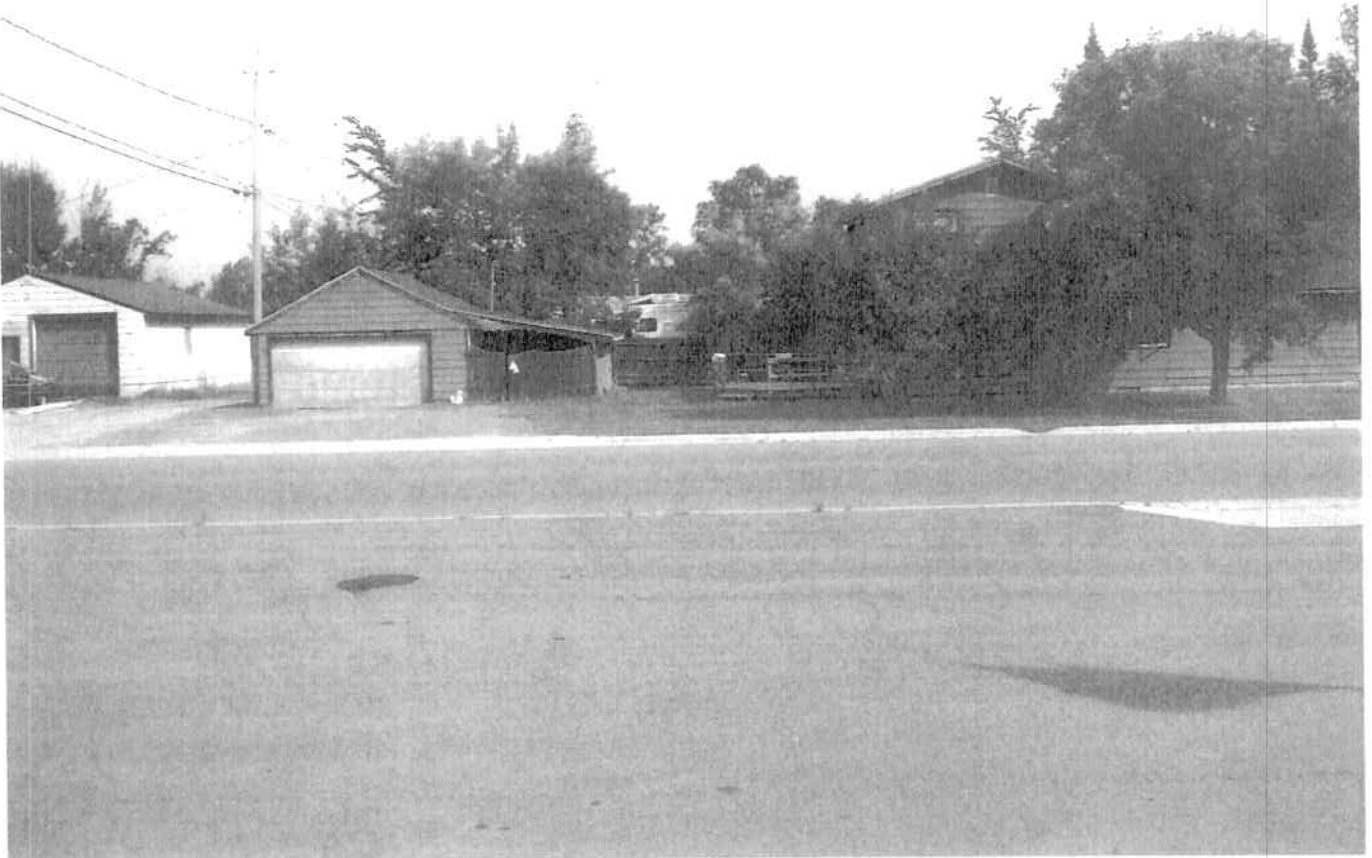
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SOUTH INTERNATIONAL FALLS POST OFFICE  
LOOKING NORTH



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MEMO TO RECORD

This office was suspended as an independent post office in approximately 1988, and replaced by a classified branch.

There is no existing record of a Workload Service Credit, incoming and dispatched mail surveys, and Window Transaction Survey.

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MEMO TO RECORD

This office was suspended as an independent post office in approximately 1988, and replaced by a classified branch.

There is no existing record of Post Office or Community survey done at the time of the consolidation.

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MEMO TO RECORD

This office was suspended as an independent post office in approximately 1988, and replaced by a classified branch.

There is no existing record of a letter to the Postmaster or a response with a list of local businesses, civic organizations, or total permit and meter customers. Currently, there are none of these served by the South International Falls branch.

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MEMO TO RECORD

This office was suspended as an independent post office in approximately 1988, and replaced by a classified branch.

There is no existing record of a notice to customers, however, local employees and customers recall that a community meeting was held in the fall of 1988. There was also a questionnaire that was distributed to South International Falls Post Office boxholders. There is no record of the number of people who attended the meeting or sent a response, or their concerns.

**PROPOSAL CHECKLIST****Section I Responsiveness to Community Postal Needs**

- X Tell what we are doing and why.
- X Is reason for discontinuance justified and documented in the record?
- X If suspended, what type of alternate service customers are now receiving?
- NA Reason for vacancy and information on postmaster/OIC
- NA Number of customers and type of service they received and will receive.
- NA Hours of service, daily window transaction average, number of permit mailers, and postage meter users.
- NA Last three fiscal years of revenue and revenue units.
- NA Decline in service workload/reduction in EAS level, if appropriate.
- X Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.
- NA Administrative/emanating office – office level, miles away, hours of service, number of Post Office boxes available.
- NA If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.
- NA Preproposal activities – questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned.
- NA List customer concerns and Postal Service responses.
- NA Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.
- NA Information on petitions and congressional inquiries included with Postal Service responses.
- NA Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.
- X Advantages and disadvantages of proposed alternate service.
- X Any other pertinent information concerning postal needs.

**Section II Effect on the Community**

- X Brief background of area, community government, population, etc.
- NA Number of businesses, religious institutions, schools, local government offices, social organizations, etc.
- No Was Post Office used as meeting place?
- No Was Post Office a shelter for bus stop?
- NA Did Post Office have a public bulletin board?



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- X Were government forms available at the Post Office?  
Did Post Office provide assistance to senior citizens, persons with disabilities, etc.?  
NA  
None What is the historical value of office?  
X Is an address change necessary?  
X Will the community identity be preserved?  
X What are the growth trends (flat, up, down)?  
X Any other nonpostal items identified.

### Section III Effect on Employees

- NA Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.

### Section IV Economic Savings

- X A statement of annual savings includes a breakdown as follows:

Postmaster minimum salary 2009	EAS - <u>11</u>	\$	<u>32438</u>
Fringe benefits 33.5%			<u>10800</u>
Rental costs, excluding utilities			<u>SAME</u>
Total annual costs		\$	<u>44288</u>
Less estimated cost of replacement service		-	<u>18804</u>
			<u>25,484, OR</u>
Total annual savings		\$	<u>57%</u>
One-time expense for installation of CBUs and parcel lockers		\$	<u></u>

- X Is postmaster salary based on the minimum salary?  
NA Does postmaster salary reflect the current office evaluation?

### Section V Other Factors

- X The Postal Service has identified no other factors for consideration (if appropriate).  
X List other factors as appropriate.  
NA Other factors when replacement service is a CPO.

**Section VI Summary**

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

X**Section VII Notices**

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

XChecklist completed by: Margaret CampbellDate: 8/20/2009

(Investigative Coordinator)

Reviewed and certified by: Margaret CampbellDate 8/20/2009

(District Post Office Review Coordinator)

U. S. Postal Service  
POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL  
Fact Sheet

PAGE 1  
1. Date Prepared 8-21-2009

2. Post Office Name <b>SOUTH INTERNATIONAL FALLS</b>				3. State and ZIP + 4 Code <b>MN 59979-9998</b>			
4. District <b>NORTHLAND</b>			5. County <b>KOOCHICHING</b>		6. Congressional District <b>MN-08</b>		
7. Reason for Proposal to Discontinue Post Office: This office was discontinued in 1988 and converted to a classified Branch of International Falls MN. This record is to complete the closing documentation.			8. Post Office Emergency Suspended Approx 1988		9. Proposed Permanent Alternate Service: Continue to provide service through a classified Branch of the International Falls Post Office.		

10. Staffing				11. Hours of Service			
a. <input type="checkbox"/> PM Occupied <input type="checkbox"/> PM Vacancy Reason & Date: unknown				a. Time M-F Approx 9 am – 11:30 am and 12:30 pm - 4 pm		Sat. approx 9 am – 11 am	
b. <input type="checkbox"/> OIC <input checked="" type="checkbox"/> Career <input checked="" type="checkbox"/> Noncareer				b. Lobby Time M-F		Sat.	
c. Current PM Position Level EAS- Downgraded from EAS-				Approx 8 am – 4 pm		Approx 8 am – 11 am	
d. No. of Clerks No. of Career No. of Noncareer				Total window hours per week ↓			
e. No. of Others 2 No. of Career 1 No. of Noncareer 1				32			
12. Number of Customers Served				13. Daily Volume (Pieces)			
a. General Delivery		Est: 90		Types of Mail		Received	
b. P. O. Box		0		a. Letters		N/A	
c. City Delivery		0		b. Newspapers		N/A	
d. Rural Delivery/Intermediate Rural Delivery		0		c. Parcels		N/A	
e. Highway Contract Route/Intermediate HCR		0		d. Other		N/A	
f. Total →		Est: 90		e. Total →		N/A	
g. No. Receiving Duplicate Service		N/A		f. No. of Postage Meters		N/A	
h. Average No. Daily Transactions		N/A		g. No. of Permits		N/A	
14. Finances		a. Revenue		b. EAS-minimum PM Basic Salary		c. PM Fringe Benefits (33.5% of b)	
FY		Receipts \$unknown		\$ EAS-11		\$	
FY		\$					
FY		\$					
15a. Quarters							
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (If Leased, Expiration Date) _____ Annual Lease \$ unknown _____							
30 Day cancellation clause? <input type="checkbox"/> Yes <input type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, must vacate by) _____ (Date)							
Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input type="checkbox"/> No							
15b. Explain: Post Office discontinued in approx 1988. However, it is in AMS as a post office, but has been a branch since 1988. Office is thought to have been a level 11 office with a Postmaster and PMR only; only PO Box service, no city or rural delivery at this site.							
16. Schools, Religious Institutions and Social Organizations in Service Area. Names: _____ No. _____				18. Administrative/Emanating Office (Proposed)			
Unknown. Only PO Box delivery from former office; located in primarily residential neighborhood.				Finance Number: <u>26-4720</u> city delivery <input checked="" type="checkbox"/> noncity delivery <input type="checkbox"/>			
				Name <u>INTERNATIONAL FALLS MN 56649</u> EAS level <u>20</u> Miles Away <u>1/2</u>			
				Window Service Hours: M-F 8:30 AM – 4:30 PM Sat. <u>11 AM – 1 PM</u>			
				Lobby Hours M-F <u>6:30 AM – 5 PM</u> Sat. <u>6:30 AM – 4 PM</u>			
				PO Boxes Installed <u>1290</u> PO Boxes Unused <u>375</u>			
17. Businesses and local Government Offices in Service Area Names: _____ No. _____				19. Nearest Post Office (If different from above)			
Unknown. Only PO Box delivery from former office; located in primarily residential neighborhood.				Name _____ EAS level _____ Miles Away _____			
				Window Service Hours: M-F _____ Sat. _____			
				Lobby Hours: M-F _____ Sat. _____			
				PO Boxes Installed _____ PO Boxes Unused _____			
20. Prepared By							
Printed Name and Title Margaret Campbell, PO Review Coordinator				Signature → <u>M. Campbell</u>		Telephone No. AC ( ) (612)349-3568	



**REVENUE TREND**  
(Three or more years)

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<u>Year</u>	<u>Revenue</u>	<u>Revenue Units</u>
FY 1988	unknown	
FY 1987	unknown	
FY 1986	unknown	

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DATE OF POSTING: \_\_\_\_\_

DATE OF REMOVAL: \_\_\_\_\_

PROPOSAL TO CONSOLIDATE  
THE SOUTH INTERNATIONAL FALLS MN POST OFFICE  
AND CONTINUE TO PROVIDE SERVICE AT  
A CLASSIFIED BRANCH

DOCKET NUMBER 56679

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to consolidate the South International Falls, MN Post Office and continue to provide delivery and retail services at the established classified branch under the administrative responsibility of the International Falls Post Office, located 1/2 mile away. The classified branch is operated by a career employee and provides the same services as an independent Post Office.

Service at the South International Falls Post Office was suspended in approximately 1988, at which time a classified branch was put into service in place of the independent post office. At that time, the proposal to consolidate was a management-initiated action based on a reduction in workload and the close proximity of the International Falls post office, located 1/2 mile away. Local employees recall that a community meeting was held and questionnaires were distributed to the community. However, no record remains of any of the activities completed in 1988-89 to consolidate the South International Falls Post Office. A thorough search at the local, Management Sectional Center and District offices has not uncovered an Official Record or any documentation. Therefore, much of the documentation following is based on events recalled from 20+ years ago, and is somewhat incomplete.

This Proposal is written to correct the status of the South International Falls office in the Address Management System and Facilities Database. Currently, the office is listed as an independent post office, when in fact it has operated as a classified branch since 1988. All financial accounting, staffing and oversight have been done through the International Falls post office since then. The unit uses the International Falls Finance number, and is staffed by career employees from the International Falls post office.

The South International Falls post office is thought to have been a level EAS-11 office, and was open approximately 6 hours per day, Monday through Friday and 2 hours on Saturday. The South International Falls classified branch was initially open about the same hours, but over the last 20 years, workload and revenue has dropped substantially. The branch is now open 1 1/2 hours daily, from 11:30 AM – 1 PM, Monday through Saturday, and serves 79 PO Boxholders.

In the fall of 1988, a community meeting was held to discuss consolidating the South International Falls Post Office and establishing the classified branch. It was attended by several postal officials and an unknown number of people from the community. Questionnaires were provided to the PO Boxholders at the office, and copies were available at the retail counter. An unknown number of questionnaires were received in response.

### Some advantages to the consolidation and classified branch have been:

1. Maintains a postal facility and retail outlet in the community.
2. Customers continue to use the same mailing address and ZIP Code. There was no change to customers' addresses.
3. The unit continues to provide nonpostal services, a community gathering place, and information center.
4. Provides the same retail service as an independent Post Office.
5. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.

### Some disadvantages to the consolidation and classified branch are:

1. Loss of an independent Post Office in the community.
2. Loss of a postmaster position.

## II. EFFECT ON COMMUNITY

South International Falls is an unincorporated community, surrounded completely by the city of International Falls, located in Koochiching County. The community is administered politically by the city of International Falls. Police and fire protection is provided by International Falls. The Branch is located in a primarily residential neighborhood, and customers live and work in International Falls and surrounding communities.

There are no stores, banks, schools or other public institutions, religious institutions, or businesses located in South International Falls. Residents travel to nearby communities for supplies and services. Nonpostal services provided at the South International Falls Post Office are available at the classified branch.

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service has handled any growth in the community. To help preserve community identity, the community's name and ZIP Code was retained in the mailing address. It will continue to be listed in the *National Five-Digit ZIP Code and Post Office Directory*. No change of address was required.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal has not adversely affected the community. Retail and PO Box service has been in effect since the suspension of the South International Falls Post Office in 1988, at the same location in the form of a classified Branch.

## III. EFFECT ON EMPLOYEES

There is no record regarding what happened to the former Postmaster of South International Falls, MN after the Post Office was consolidated and became a classified branch. She has retired some time in the 20 years since the office was discontinued.

## IV. ECONOMIC SAVINGS

After this amount of time, it is not possible to estimate the economic savings that occurred at the time of the consolidation of the South International Falls Post Office. However, at today's rates, the savings would be:

EAS-11 salary, 2009:	\$32,438
EAS -11 benefits, 2009:	10,800
PMR wages, 2009	<u>1,500</u>
TOTAL COSTS	\$44,288
<u>Replacement costs:</u>	
T-7 Retail Associate salary, pro-rated to 3 hrs/day	\$18,274
Daily mileage to/from branch	<u>530</u>
TOTAL COSTS	-\$18,804
 TOTAL ANNUAL SAVINGS:	 \$25,484, or about 57%

## V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

## VI. SUMMARY

The Postal Service is proposing to consolidate the South International Falls, MN Post Office and continue to provide delivery and retail services at the established classified branch under the administrative responsibility of the International Falls Post Office, located 1/2 mile away. The classified branch is operated by a career employee and provides the same services as an independent Post Office.

Service at the South International Falls Post Office was suspended in approximately 1988, at which time a classified branch was put into service in place of the independent post office. At that time, the proposal to consolidate was based on a reduction in workload and the close proximity of the International Falls post office. There is no record of the impact on the Postmaster at that time, who has since retired.

The South International Falls post office is thought to have been a level EAS-11 office, and was open approximately 6 hours per day, Monday through Friday and 2 hours on Saturday. The South International Falls classified branch was initially open about the same hours, but over the last 20 years, workload and revenue has dropped substantially. The branch is now open 1 ½ hours daily, from 11:30 AM – 1 PM, Monday through Saturday, and serves 79 PO Boxholders.

This Proposal is written to correct the official status of the South International Falls office in the Address Management System and Facilities Database. Currently, the office is listed as an independent post office, when in fact it has operated as a classified branch since 1988. All financial accounting, staffing and oversight have been done through the International Falls post office since 1988. The unit uses the International Falls Finance number, and is staffed by career employees from the International Falls post office.

The classified branch will continue to provide the same services as an independent post office. The community name and ZIP Code will be retained in the mailing address, and customers will not need to change their mailing addresses. The Postal Service has saved approximately \$25,000 per year at 2009 costs, which is a savings of about 57%.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

## VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the International Falls Post Office during normal business hours.
- B. This is a proposal. It is not a final determination to consolidate this Post Office. If a final determination is made to consolidate this Post Office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Rate Commission. Any such appeal must be received by the commission with 30 days of the posting of the final determination.

  
\_\_\_\_\_  
Manager, Post Office Operations

08/20/2009  
\_\_\_\_\_  
Date

August 21, 2009

SENIOR VICE PRESIDENT  
GOVERNMENT RELATIONS AND PUBLIC POLICY  
475 L'ENFANT PLAZA SW RM 10804  
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Consolidate  
the South International Falls Post Office  
Docket No. 56679

This is to advise you that on August 31 I will post for public comment a proposal to consolidate the South International Falls Post Office in Koochiching County, Congressional District No. MN-08.

If you have any questions, please call Margaret Campbell, PO Review Coordinator at (612)349-3568 or Kirby Shofner, Manager, Post Office Operations at (218)723-2540.



Anthony C. Williams  
District Manager  
Customer Service and Sales  
Northland District

cc: Manager, Customer Service Operations

Enclosures: Form 4920  
Proposal

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August 25, 2009

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of  
the South International Falls Proposal  
Docket No. 56679

Please post the enclosed proposal to consolidate the South International Falls Post Office in the lobby of the South International Falls Post Office. The proposal must be posted in a prominent place from August 31, 2009 through close of business on November 2, 2009. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in *Administrative Support Manual*, Section 352.6. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (612)349-3568.

  
Margaret Campbell  
Post Office Review Coordinator  
Northland District

Enclosures: Proposal  
Invitation for Comments  
Comment Forms  
Official Record



Date of Posting: \_\_\_\_\_

Date of Removal: \_\_\_\_\_

**UNITED STATES POSTAL SERVICE**

**Invitation for Comments on the Proposal to Consolidate**

**The South International Falls Post Office**

**and Establish a Classified Branch**

To the customers of the South International Falls Post Office:

The Postal Service is considering the consolidation of the South International Falls Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from August 31, 2009 through November 2, 2009 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information — favorable or unfavorable — regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the South International Falls Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

Margaret Campbell  
PO Review Coordinator  
100 S 1<sup>st</sup> St Rm 405  
Minneapolis, MN 55401-9551

For more information you may call Rick Messerschmidt at 218-283-3331 or write to the above address.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirby Shofner".

Kirby Shofner  
Manager, Post Office Operations  
2800 W Michigan St  
Duluth, MN 55806-9996



UNITED STATES  
POSTAL SERVICE

### Optional Comment Form

Following are comments I wish to make concerning the proposed consolidation of the South International Falls Post Office.

- I. **Effect on Your Postal Services** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.
- II. **Effect on Your Community** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.
- III. **Other Comments** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date \_\_\_\_\_

# NOTICE

APPLICABLE LAW PROHIBITS ANY CUSTOMER OR POSTAL EMPLOYEE FROM MAKING CHANGES TO OR ADDING OR REMOVING PAGES FROM THIS OFFICIAL DOCUMENT, THE POSTING OF WHICH IS REQUIRED BY FEDERAL LAW.

IF CHANGES ARE NECESSARY, PLEASE CONTACT THE FOLLOWING PERSON AND ADVISE WHAT CHANGES ARE NEEDED.

NAME: MARGARET CAMPBELL

ADDRESS: 100 S 1<sup>ST</sup> ST RM 405

MINNEAPOLIS, MN 55401-9551

TELEPHONE: (612)349-3568



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October 27, 2009

OFFICER-IN-CHARGE/POSTMASTER  
International Falls, MN 56649

SUBJECT: Instructions for Posting the "Notice of Taking  
Proposal and Comments Under Internal Consideration"  
South International Falls, MN 56679

At the close of business on November 2, 2009 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments postings must be posted for at least 60 days and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Margaret Campbell  
Post Office Review Coordinator  
100 S 1<sup>st</sup> St Rm 405  
Minneapolis, MN 55401-9551

Enclosure



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**NOTICE OF TAKING PROPOSAL AND COMMENTS  
UNDER INTERNAL CONSIDERATION**

Date: November 2, 2009

Postal Customers of the South International Falls Post Office:

The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the South International Falls Post Office, which was posted August 31, 2009 through November 2, 2009. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the South International Falls Post Office who disagrees will have the right to appeal that decision to the Postal Rate Commission in Washington, D.C.

Kirby Shofner  
Manager, Post Office Operations  
2800 W Michigan St  
Duluth, MN 55806-9996

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DATE OF POSTING:



DATE OF REMOVAL:

PROPOSAL TO CONSOLIDATE  
THE SOUTH INTERNATIONAL FALLS MN POST OFFICE  
AND CONTINUE TO PROVIDE SERVICE AT  
A CLASSIFIED BRANCH

DOCKET NUMBER 56679

DOCKET NO. 572679  
ITEM NO. 17  
PAGE 2



Date of Posting: \_\_\_\_\_

Date of Removal: \_\_\_\_\_



**UNITED STATES POSTAL SERVICE**

**Invitation for Comments on the Proposal to Consolidate**

**The South International Falls Post Office**

**and Establish a Classified Branch**

To the customers of the South International Falls Post Office:

The Postal Service is considering the consolidation of the South International Falls Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from August 31, 2009 through November 2, 2009 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information — favorable or unfavorable — regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the South International Falls Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

Margaret Campbell  
PO Review Coordinator  
100 S 1<sup>st</sup> St Rm 405  
Minneapolis, MN 55401-9551

For more information you may call Rick Messerschmidt at 218-283-3331 or write to the above address.

Thank you for your assistance.

Sincerely,

Kirby Shofner  
Manager, Post Office Operations  
2800 W Michigan St  
Duluth, MN 55806-9996



DOCKET NO.

56679

ITEM NO.

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1

November 4, 2009

District Manager, Customer Service and Sales

SUBJECT: Official Record  
South International Falls Post Office  
Docket Number 56679

Enclosed is the original and one copy of the official record concerning the consolidation of the South International Falls Post Office.

Following your review, please retain the original record for district files and forward the copy with original photographs to the vice president, retail and delivery, at Headquarters with the attached cover memo.

A completed proposal checklist is included in the record.

---

Kirby Shofner  
A/Manager, Post Office Operations

Enclosures



UNITED STATES  
POSTAL SERVICE

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November 4, 2009

MEMO TO THE RECORD

SUBJECT: South International Falls Post Office  
Docket Number 56679

The proposal to consolidate the South International Falls Post Office was posted with an "Invitation for Comments," at the South International Falls Post Office from August 31, 2009 through November 2, 2009. No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

Margaret Campbell  
Post Office Review Coordinator  
100 S 1<sup>st</sup> St Rm 405  
Minneapolis MN 55401-9551





UNITED STATES  
POSTAL SERVICE

DOCKET NO.

56679

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November 3, 2009

MEMO TO THE RECORD

SUBJECT: Certification of the Record  
South International Falls Post Office  
Docket Number 56679

This certifies that all comments and documents enclosed in the attached record are originals,  
or true and correct copies of the originals.

Anthony C. Williams  
District Manager, Customer Service and Sales

**LOG OF POST OFFICE DISCONTINUANCE ACTIONS**Office Name, State, ZIP Code: South International Falls MN 56679EAS Level: EAS-11District: NorthlandCounty: KoochichingCongressional District: MN-08

Proposal: Close: Consolidate: X

Reason for Proposal: Post Office was consolidated in 1988 and a classified branch has been in place since that time. This proposal is to correct the administrative status of this office in AMS and FDB. No official records exists of a formal discontinuance process, although local employees remember a community meeting was held and questionnaires were distributed.

Alternate Service Proposed: Classified Station

## Customers Affected:

Post Office box: est: 90General Delivery: Rural Route: Highway Contract Route (HCR): City Route: Intermediate Rural: Intermediate HCR: **Total Number of Customers:** est: 90**Date: Action:**

1988 Office suspended. Reason suspended: declining workload and close proximity to the International Falls Post Office. Office consolidated into Classified Station.

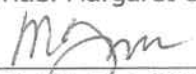
1988 Questionnaires sent to customers. Number sent: unknown Number returned: unknown. Analysis: unknown

1988 Community meeting. Number attended: unknown

8-1-2009 Official record begun to correct administrative listing of South International Falls, from a Post Office to a Classified Branch.

8-20-2009 Proposal and checklist sent to district for review.

8-21-2009 Government Relations and Retail Operations notified by district 10 days before the 60-day posting (Form 4920 attached).

Date:	Action:
8-31-2009	Proposal and invitation for comments posted and round-dated. Proposal and invitation for comments removed and round-dated Comment analysis: None received
11-4-2009	Certification of the official record.
11-4-2009	District transmittal of official record to the vice president, delivery and retail, and copy of transmittal letter to vice president, area operations.
	Headquarters logged in official record
	Final determination posted at affected office(s) and round-dated.
	Final determination removed and round-dated.
	<i>Postal Bulletin Post Office Change Announcement</i> form sent to Headquarters.
	No appeals letter received from Headquarters.
	Appeal to PRC received.
	PRC opinion received on appeal:
	Affirmed: Remanded: USPS withdrawn:
	Address management systems notified to updated AMC database.
	Discontinuance announced in <i>Postal Bulletin</i> No: Effective date:
Review Coordinator/person most familiar with the case:	
Title: Margaret Campbell	Telephone number:
 11-4-09	(612)349-3568
District Post Office Review Coordinator	Telephone Number



November 4, 2009

Lori M. Wigley  
Vice President, Delivery and Retail  
United States Postal Service  
475 L'Enfant Plaza SW Room 5621  
Washington DC 20260-5621

SUBJECT: OFFICIAL RECORD

Enclosed for your review and approval is the official record to discontinue the South International Falls Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Margaret Campbell, Post Office Review Coordinator, at (612)349-3568 or Kirby Shofner, Manager Post Office Operations at (218)723-2540.

A handwritten signature in black ink, appearing to read "Anthony Williams".

Anthony C. Williams  
District Manager  
Customer Service and Sales

Enclosures: One copy of record  
Headquarters' acknowledgment of receipt of official record (optional)  
Self-addressed envelope

cc: Vice President, Western Area (no enclosures)



DOCKET NO. 32679  
ITEM NO. 23  
PAGE 1

### Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the South International Falls Post Office was received by Headquarters on \_\_\_\_\_.

Please contact the Headquarters coordinator at (202) 268-5083 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW RM 5621  
WASHINGTON DC 20260-5621

Enclosure: self-addressed envelope



DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES  
NORTHLAND DISTRICT  
100 SOUTH 1<sup>ST</sup> STREET, ROOM 409  
MINNEAPOLIS MN 55401-9990

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination  
SOUTH INTERNATIONAL FALLS, MN 56679-9998

The final determination to discontinue the subject post office is enclosed, along with a Postal Bulletin announcement form to be completed and returned to this office through the district.

Please provide public notice by prominently posting a copy of the final determination in the appropriate post office(s). Make a copy of the completed record available for public inspection during normal working hours at the post office(s) during the mandatory 30-day posting period. Please note that the first day of the actual 30-day posting period begins at day "zero".

#### POSTAL BULLETIN - POST OFFICE CHANGE ANNOUNCEMENT

Complete the enclosed Postal Bulletin post office change announcement form in its entirety and send it to this office (in triplicate) on the day the final determination is removed. One form will be used to document the official record, one sent to the Accounting Systems Development office and the third copy will be forwarded to the Headquarters Address Management for the post office change announcement. Please note that Headquarters Address Management will not announce any post office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

#### APPEAL

Providing there are no appeals to the Postal Regulatory Commission, the office will be officially discontinued the first Saturday 90 days after posting the final determination. If the final determination is appealed, we will furnish you with appropriate instructions. Please contact this office if a different date is needed for the official discontinuance. It must be noted, however, that the law prohibits discontinuance sooner than 60 days after the date the final determination was posted.

#### NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

Please coordinate with your Address Management System unit to make sure that the Address Management System (AMS) Report is updated according to existing Headquarters Address Management instructions. That request, however, shall not be made until this office has notified you in writing that no appeals are pending.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination postings must be added to the record at the end of the 30-day public posting period. Do not send them to Headquarters. The official record should be archived at the district by the post office discontinuance coordinator after the appeal decision is rendered and/or the post office change announcement has appeared in the Postal Bulletin.

If further assistance is needed, please contact James J Boldt at (202) 268-5062.

Thank you for your assistance.



Dean J. Granholm

Attachments

cc: Vice President, Area Operations, Western Area  
Vice President, Government Relations & Public Affairs  
Vice President, Retail Products and Services  
Vice President, Facilities  
Headquarters Library  
Headquarters Historian

CSO:JBoldt:6806:trs:South international Falls, MN 56679-6806

bcc: Angie Burns, Manager Business Service Network Integration (with attachments)  
Christine Ray, Manager, Retail Service Network Access & Innovation (with attachments)  
Kim Weaver, Manager, Government Liaison  
Charles Kappler, Deputy, General Counsel  
Mary Ann Gibbons, Executive VP, General Counsel

Tim Reynolds (w/attachments)  
U.S. Postal Service  
201 BLACK GOLD BLVD.  
HAZARD KY 41701-9992

CSO:JBoldt:6806:hrs:South Internaional Falls, MN:20260-6806  
bcc: RFile,SFile-South International Falls, MN 56679-9998



DATE OF POSTING: \_\_\_\_\_

DATE OF REMOVAL: \_\_\_\_\_

FINAL DETERMINATION TO CLOSE  
THE SUSPENDED  
SOUTH INTERNATIONAL FALLS, MN POST OFFICE  
AND CONTINUE TO PROVIDE SERVICE THROUGH  
A CLASSIFIED BRANCH

DOCKET NUMBER 56679

**I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service has determined to close the South International Falls, MN Post Office and continue to provide delivery and retail services through a classified branch under the administrative responsibility of the International Falls Post Office, located at the same location.

A classified branch is operated by career postal employees and provides the same services as an independent post office.

The postmaster was promoted on February 11, 1989. The noncareer (OIC) was separated from the Postal Service when the office was suspended on September 25, 1989. The office service hours and workload had declined.

The South International Falls Post Office, an EAS-55 level, provided service 32 hours a week from 9:00 a.m. to 4:00 p.m., Monday through Friday, and 9:00 to 11:00 a.m. on Saturday to 90 post office box customers. Retail services include the sale of stamps, stamped paper, and money orders; special services such as registered, certified, insured, COD, and Express Mail; and the acceptance and dispatch of all classes of mail.

Since the suspension of service, customers have received service from the classified branch located in the same facility. The classified branch provides service nine hours a week from 11:30 a.m. to 1:00 p.m. Monday through Saturday. Retail service is also available at the International Falls Post Office, an EAS-20 level office, located one-half mile away. Window service hours at International Falls are from 8:30 a.m. to 4:30 p.m., Monday through Friday, and 11:00 a.m. to 1:00 p.m. on Saturday. There are 375 post office boxes available.

**Some advantages to the final determination are:**

1. Maintains a postal facility and retail outlet in the community.
2. Customers will continue to use the same mailing address and ZIP Code.
3. The unit will continue to provide nonpostal services, a community gathering place, and an information center.
4. Provides the same retail service as an independent post office.
5. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.

**Some disadvantages to the final determination are:**

1. Loss of an independent post office in the community. However, the classified branch provides the same services as an independent post office.
2. Loss of a postmaster position.

The proposal to consolidate the South International Falls Post Office was posted with an invitation for public comment at the South International Falls Classified Branch from August 31, 2009 through November 2, 2009. No comments were received.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

**II. EFFECT ON COMMUNITY**

South International Falls Post Office is located in the incorporated city of International Falls. The area is administered politically by a city council form of government. Police and fire protection is provided by the city of International Falls. The community is comprised of retired people and those who commute to work at nearby communities and those who work in local businesses.

There are no stores, banks, schools or religious institutions, or businesses located in South International Falls. Residents travel to nearby communities for supplies and services.

Nonpostal services provided at the South International Falls Post Office will be available at the South International Falls Classified Branch.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community. Post office box and retail service has been in effect since the suspension of the South International Falls Post Office on September 25, 1989.

### **III. EFFECT ON EMPLOYEES**

The postmaster was promoted on February 11, 1989. The noncareer (OIC) was separated from the Postal Service when the office was suspended on September 25, 1989. No other postal employee will be adversely affected.

### **IV. ECONOMIC SAVINGS**

The Postal Service estimates an annual savings of \$11,935.18 with a breakdown as follows:

Postmaster's Salary (EAS-55, Step I, No COLA)	\$23,025.60
Fringe Benefits @33.5%	7,713.58
Rental Costs, Excluding Utilities	<u>+9,360.00</u>
Total Annual Costs	\$40,099.18
Less Cost of Replacement Service	<u>-28,164.00</u>
Total Annual Savings	\$11,935.18

### **V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

### **VI. SUMMARY**

The Postal Service has determined to close the South International Falls, MN Post Office and provide delivery and retail services through the established classified branch under the administrative responsibility of the International Falls Post Office, located at the same location.

The postmaster was promoted on February 11, 1989. The noncareer (OIC) was separated from the Postal Service when the office was suspended. No other postal employee will be adversely affected.

The South International Falls Post Office provided 32 hours of window service per week to 90 customers. There are no permit mailers.

A classified branch will continue to provide the same services as an independent post office.

There will be a loss of the postmaster position. To help preserve community identity, the community name and ZIP Code will be retained in the mailing address. Customers will experience no change in address. The Postal Service will save an estimated \$11,935.18 annually.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

## VII. NOTICES

- A. **Support Materials.** Copies of all materials upon which this final determination is based are available for public inspection at the International Falls Post Office during normal office hours.
- B. **Appeal Rights.** This final determination to close the South International Falls, MN Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Avenue NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at the International Falls Post Office during normal office hours.

  
Dean J. Granholm  
Vice President  
Delivery and Post Office Operations  
07/28/11  
Date



November 4, 2009

District Manager, Customer Service and Sales

SUBJECT: Official Record  
South International Falls Post Office  
Docket Number 56679

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Following your review, please retain the original record for district files and forward the copy with original photographs to the vice president, retail and delivery, at Headquarters with the attached cover memo.

A completed proposal checklist is included in the record.

A handwritten signature in black ink, appearing to read "Kirby Shofner", written over a horizontal line.

Kirby Shofner  
A/Manager, Post Office Operations

Enclosures

DOCKET NO. 32679  
ITEM NO. 23  
PAGE 1



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475 L'ENFANT PLAZA SW RM 5621  
WASHINGTON DC 20260-5621

Enclosure: self-addressed envelope

*My report:  
I will work on South  
Intern. Falls on 11/10/09.  
Jim K  
Hick*



August 8, 2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of  
the South International Falls MN Post Office  
Final Determination  
Docket No. 56679

Please post in the lobby the enclosed final determination to close the South International Falls Post Office. The final determination must be posted in a prominent place from August 11, 2011 through close of business on September 12, 2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on September 13, 2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in *Administrative Support Manual*, Section 352.6. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (612)349-3568

Margaret Campbell  
Post Office Review Coordinator  
Northland District

Enclosures: Final Determination  
Official Record

DATE OF POSTING: \_\_\_\_\_



DATE OF REMOVAL: \_\_\_\_\_



FINAL DETERMINATION TO CLOSE  
THE SUSPENDED  
SOUTH INTERNATIONAL FALLS, MN POST OFFICE  
AND CONTINUE TO PROVIDE SERVICE THROUGH  
A CLASSIFIED BRANCH

DOCKET NUMBER 56679